Accelerated SAP		BUSINESS PROCESS PROCEDURE		
State of Utah	Organization/Area: Title:	Payroll Department CYE Leave Sign Off Report		
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\YE Leave Sign Off Report.doc	Release:	R/3 4.6C	
Responsibility:	Dept and/or role of responsible person(s) Agency Payroll Staff	Status:	Issued: 05/17/2004 Revised:	

## **Overview**

## Trigger:

Agency payroll staff wants a leave summary report for the year that employees can sign.

## **Business Process Procedure Overview**

This lists each type of leave for an employee with a summary of what was earned and used for pay periods 01 through 26 of the year being reported.

This report may be run once the processing for leave yearend is completed. The information on the report will remain the same until processing occurs for the next leave yearend.

# **Procedural Steps**

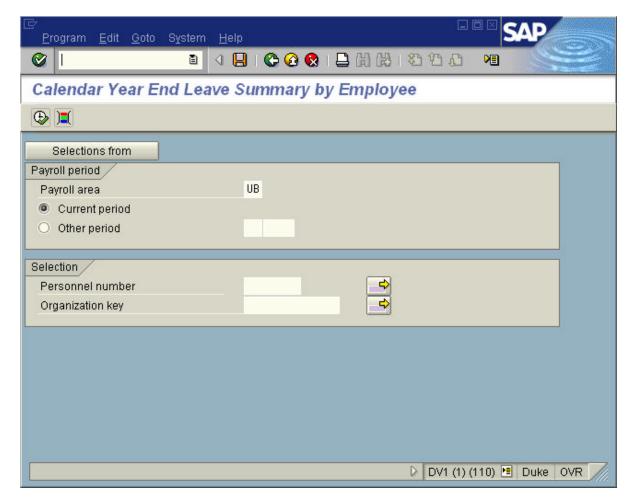
### 1. Access transaction by:

Via Menu	Time Entry Operator > Leave Yearend > CYE leave sign off		
Via Transaction Code	Z_CYE_LEAVE_SIGNOFF		
Via Favorites Menu	CYE leave sign off		

Double click on "CYE leave sign off" and the following screen will appear:

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Input – Available Fields Field Value	
Payroll area	UB
Payroll period	Not Applicable
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code

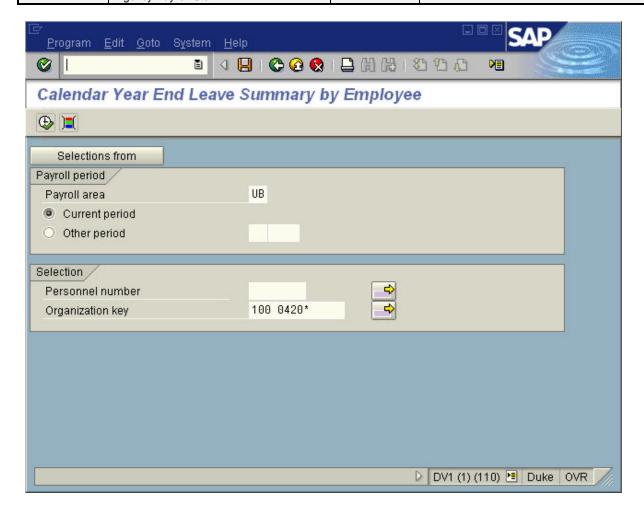
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- **1.2** Payroll area. The screen defaults to the correct area, UB.
- **1.3 Pay period.** The screen has the selection of current period or other period however, the report lists the same information throughout the entire leave year. The report will remain the same until processing is completed for the next leave yearend.
- 1.4 The "Personnel number" field may be used to select specific employees by entering the employee identification numbers. Enter more than one EIN by clicking on the arrow box next to the "Personnel number" field. A box appears that allows entry of multiple EIN's. The "Personnel number" field should be left blank if using the agency "Organization key".
- 1.5 The "Organization key" field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group. Use the wild card symbol, \*, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 100 and org with 0420, enter 100(space)0420\*. Enter multiple organization keys by clicking on the arrow box to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in agency 100, org 0420, and any distribution code.

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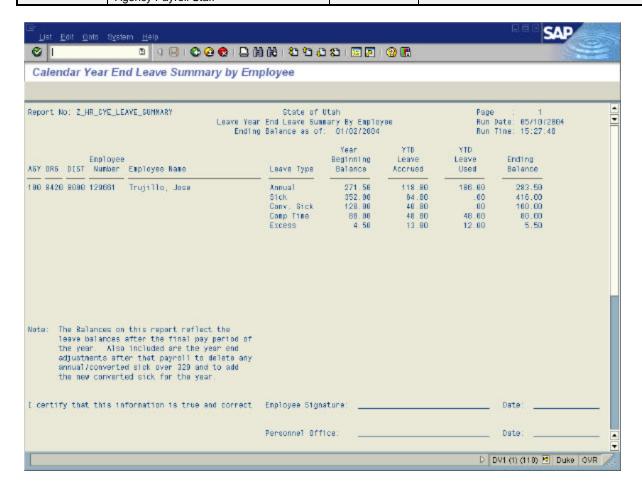
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1.6 Click on the Execute button in the upper left area that looks like a clock to view the report. An example of the report is below.

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1.7 To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.

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## 2 The report heading contains the following information:

- > The report number
- > The report title
- Page number
- Date the report was run
- > Time the report was run
- Ending Balance as of: pay period end date

### 2.2 The columns on the report are listed below with a brief description.

**AGY** The employee's agency number.

**ORG** The employee's home org.

**DIST** The employee's distribution code.

**Employee Number** The employee's identification number.

**Employee Name** The employee's name.

**Leave Type** Each type of leave is listed even if the balance

is zero.

**Year Beginning Balance** The employee's beginning leave balance as of

pay period 01 for the year being reported.

YTD Leave Accrued Total leave earned throughout the leave year.

YTD Leave Used Total leave used including adjustments

throughout the leave year.

**Ending Balance** The employee's ending leave balance as of pay

period 26 for the year being reported.

**Note** Explanation that the leave balances are after

the final pay period of the year and after

converted sick leave processing.

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Employee signature to document agreement with the leave summary for the year. **Employee Signature** 

**Personnel Office** Personnel office signature to show the leave

summary is correct for the year.

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